

September 1, 2006

TO: Members of the Continuum of Care Regional Committee on Homelessness Planning Subcommittee

FROM: Annette Stein, Chairperson

SUBJECT: NOTIFICATION OF MEETING AND TRANSMITTAL OF TENTATIVE AGENDA

Wednesday, September 13, 2006, 2:00 p.m. – 3:30 p.m.
MAG Saguaro Room, 2nd Floor
302 N. 1st Avenue
Phoenix, AZ 85003

Reminder: Please plan to arrive on time so that we may start and end the meeting promptly.

Please remember to park in the garage underneath the Compass Bank Building (First Avenue entrance, any non-reserved or visitor space) and bring your parking ticket to the meeting for validation. For those using public transit, the Regional Public Transportation Authority will provide transit tickets for your trip. Members may also attend the meeting by videoconference or by telephone conference call.

Pursuant to Title II of the Americans with Disabilities Act (ADA), MAG does not discriminate on the basis of disability in admissions to or participation in its public meetings. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting DeDe Gaisthea at the MAG office, 602-254-6300, dgaisthea@mag.maricopa.gov. Requests should be made as early as possible to allow time to arrange the accommodation.

TENTATIVE AGENDA

1. Call to Order and Introductions
2. Call to the Audience

An opportunity will be provided to members of the public to address the Continuum of Care Committee on items not scheduled on the agenda that fall under the jurisdiction of MAG, or on items on the agenda for discussion but not for action. Members of the public will be requested not to exceed a three-minute time period for their comments. A total of fifteen minutes will be provided for the Call to the Audience agenda item, unless the Continuum of Care Committee items will be given an opportunity at the time the item is heard.

COMMITTEE ACTION REQUESTED

- **Welcome and introductions.**
- **Open floor to members of the public.**

3. Approval of the June 19, 2006 Meeting Minutes

- **For approval of the June 19, 2006 Planning Subcommittee meeting minutes.**

4. Annual Appreciation Luncheon Update

Brande Mead will provide an update on the planning of the 2006 Continuum of Care Annual Homeless Appreciation Luncheon.

- **For information, discussion and possible action.**

5. United States Veterans Stand Down

Brad Bridwell, United States Veteran's Initiative will provide information on the 5th Annual Veterans Stand Down. Serving between 300-400 veterans in a single weekend, it is the largest outreach event serving veterans in Maricopa County.

- **For information and discussion.**

6. HUD Training for McKinney-Vento Funded Providers

John Enos, U.S. Department of Housing and Urban Development will provide a brief training/review session on issues such as leverage, match, and documenting homelessness.

- **For information and discussion.**

7. Call to the Audience

Any member of the audience wishing to address the Council may do so at this time. Under the requirements of the Open Meeting Law, no action may be taken at this meeting on non-agenda items. Everyone is encouraged to share information about their agencies or items of interest.

- **Open floor to members of the public.**

8. Announcements

The Chairman will call upon members who wish to make an announcement of interest to the entire membership.

- **For information and discussion.**

9. Adjourn

**The next meeting is scheduled for:
Monday, October 16, 2006
2:00 – 3:30 p.m., MAG Saguaro Room**

Planning Subcommittee for the
MAG Continuum of Care Regional Committee on Homelessness
Meeting Notes

June 19, 2006 * 2:00-3:30 p.m.
Maricopa Association of Governments

In Attendance

Mike Ball, St. Vincent de Paul
Maryann Beerling Thomas, New Arizona Family, Inc.
Brad Bridwell, US Vets
Kathryn Brown, Arizona Department of Corrections
Ray Burrell, NOVA- Safe Haven
Margot Cordova, Native American Connections
Robert Duvall, Community Information and Referral
Deborah Forbes Baker, The Salvation Army
Dick Geasland, Tumbleweed
Riann Henkin, City of Phoenix
Stephanie Knox, Value Options
Nancy Marion, House of Refuge East
Mattie McVey Lord, AZ Department of Education
Meggan Medina, AZ Department of Housing
Joanna Newton, Maricopa County
Sonya Pierce-Johnson, Arizona Department of Corrections
Marlena Pina, Salvation Army
Tom Pynn, CPLC
Bruce Raden, Congressman Shadegg's Office
Margaret Reiber, YWCA
Amy Schwabelender, Valley of the Sun United Way
Laura Scotnicki, Save the Family
Annette Stein, Maricopa County
Amy St. Peter, MAG
John Wall, CASS
Judie Welch, Phoenix Police Department
Lisa Wilson, City of Mesa

1. Call to Order and Introductions

Annette Stein, Chair, called the meeting to order at 2:10 p.m. and introductions ensued.

2. Review Meeting Notes from May 15, 2006

Annette Stein, Chair, asked the subcommittee to review the minutes and asked if there were any revisions or a motion to approve the May 15th meeting minutes. Margaret Reiber made a motion to approve the minutes as presented and Bob Duvall seconded the minutes, they were approved.

3. Debriefing of the 2006 HUD Application Process

Brande Mead commented that feedback on the HUD application process is very important because the feedback is used to improve upon the application process each year. She asked the Planning Subcommittee members to provide feedback by discussing what worked well and what didn't work so well this year. Ms. Mead also handed out a survey about the application, training, ranking and review and technical assistance and asked each applicant to complete it and return it to her. She explained that the survey results would be presented at the July Continuum of Care meeting.

Dick Geasland said that he felt that the application was more efficient this year because of the eCFund software. Brad Bridwell agreed that the overall application has gotten better over the year and concurred that eCFund made the process easier. He added that he felt agencies were more prepared for the ranking and rating this year and he would like to see training on that issue to continue next year.

Mr. Bridwell said that he would like to see more time spent on the evaluation of project goals. He recommended that goal achievement be looked at on a scale format. Ms. Geasland agreed with Mr. Bridwell's comments on the goal achievement and continued by saying that other Federal agencies use a plus or minus 15 of the goal achievement in their evaluation. Discussion on goal achievement ensued about setting appropriate goals and tightening up the criteria for evaluation of goals.

Stephanie Knox mentioned that Value Options provided leverage letters this year and will continue to do so but will need more information for next year's application. Judie Welch stated that she served on the Ranking and Review Committee and she scored applications higher if they had a lot of leverage because it shows long term sustainability of the project.

Bob Duvall suggested that the weights for the 2007 application be worked on much earlier this year so agencies will know what to expect.

John Wall said that he thought the training went well and was more specific to the agencies this year. He agreed that work on goals and outcome measures should be continued. Margaret Reiber stated that the phone assistance provided by John Epler was helpful as was the technical assistance provided by MAG staff.

Nancy Marion commented that the turn around time given to agencies to provide answers to the ranking and review committee was too short. She said that she did not think adequate time was given to agencies to respond to questions.

Laura Skotnicki added that she would like to see goal achievement measured from the AZ Evaluation project and would like to see a weight added for participation in HMIS.

4. AZ Evaluation Project Agency Report

Amy St. Peter presented a draft of the AZ Evaluation Project demo agency report that Wayne Parker with the Virginia G. Piper Charitable Trust developed. Ms. St. Peter talked about the measurement and predictive model and stated that the report is meant to be used as a tool for the agencies.

Maryanne Beerling Thomas asked how an agency would use the information. Ms. St. Peter responded that an agency could use the information to improve on the services they provide and for grant writing purposes. Initially, the information will only be going to agencies. Ms. St. Peter added that the information presented is just baseline data at this point and in the future it could possibly be used to set benchmarks and to make referrals.

Ms. Beerling Thomas commented that she would like to see information specifically on the veteran population. She could then use the information to make comparisons.

Margot Cordova asked if the agency information is being compared to like agencies? Ms. St. Peter responded that yes, like agencies and subpopulations are being compared.

Ms. St. Peter explained that the most critical factor to getting accurate information is getting a sufficient number of clients entered into the system. She stressed the importance of agencies completing the self-sufficiency matrix on all clients at entry and exit. She added that the more information we have the more accurate the baselines and benchmarks would be.

Discussion ensued about breaking down a score for each of the domains in the self-sufficiency matrix. The Subcommittee agreed that they would like to see if it would be possible for the domains to be broken down individually. Ms. St. Peter said that the predictive model only works for the presented categories but that staff would look into the possibility of getting the domains broken down.

Bob Duvall stated that there are plans to build reports into HMIS so that agencies can run their own reports. Ms. St. Peter clarified that this still needs to be worked out with Mr. Parker. She added that the model is still under development and that there are details that have not been worked out yet.

Ms. St. Peter said that reports would be run on a quarterly basis at this point. She added that some agency reports would show zeros if the agency hasn't entered clients in the self-sufficiency matrix.

5. Next Steps on the HUD Application Goals

Ms. Mead presented a document with the final HUD application goals to the Planning Subcommittee. She explained that she would like to keep the goals and action steps at the forefront of the planning process and asked the subcommittee if there was a specific way they would like to view the reports.

Brad Bridwell responded that he liked the idea of the report card format. Ms. Mead commented that she would work on a draft and present it to the Planning Subcommittee for their feedback at the next meeting.

6. 2006 Annual Appreciation Luncheon

Chairperson Stein mentioned that there is a planning meeting scheduled for the luncheon directly following the Continuum of Care Committee meeting on July 17th at 3:30 p.m. She encouraged members of the Planning Subcommittee to attend. Ms. Mead stated that the planning group would also meet a few more times to discuss meeting location,

speakers and program planning. Ms. Stein added that feedback could be presented via email as well if people want to provide ideas but cannot stay for the meeting.

7. Other Business/Announcements

Brad Bridwell announced that he attended a National Conference in Washington, DC and Maricopa County was regarded highly in addressing homeless veterans issues.

Joanna Newton from Maricopa County talked about a program the County offers to stop tobacco use. She mentioned that they offer some free services available to agencies.

Amy Schwabenlender inquired about the planning efforts for the summer's heat and wondered if people were in need of items like water. John Wall said that at this point CASS does not have water available. Ms. Henkin commented that water is being supplied and a map is being put together that will show where those locations are. She also mentioned that meal delivery aids are being trained on how to perform wellness checks on their clients. Last week, Mayor Gordon held a press conference with Councilman Stanton and made a plea for water and donations. Since then, they have received a \$7,000 donation and water bottles in large quantities.

Ms. Henkin commented that the effort the City of Phoenix is undertaking is valley wide and they are now working on how to prioritize the water distribution. She stated that the outreach teams are first on the priority list, then the Family Service Centers and then water will go to additional organizations that are asking for water. Ms. Henkin said that if an agency has a need for water, they should call (602) 262-4520.

Stephanie Knox announced that the AZ Department of Health Services has created brochures on how to survive the summer heat and to contact Brenda Robbins for more information. Ms. Henkin added that the City of Phoenix could provide training on how to do wellness checks. Chairperson Stein commented that the County has a plan in place as well and that we are much better prepared this year than we were last year.

Dick Geasland said Tumbleweed has a location available for youth up to age 22 that could be added to the map.

Ms. Henkin announced that they are doing mobile outreach on July 14th and are looking for volunteers.

8. Adjourn

The meeting adjourned at 3:18 p.m.